

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Wednesday, June 4, 2008

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:00 pm.
- 2. ATTENDANCE:** Present: Michael O’Keefe, Rupert Cote, Roger Coutu, Jeanne Johnson and Harry Schibanoff. Absent: Brenda Levesque. Leo Bernard, Interim Cable Facilitator was not in attendance.
- 3. PUBLIC INPUT:** None.
- 4. APPROVAL OF THE MINUTES:** There were two sets of minutes to approve for April 15, 2008 and May 20, 2008. There were no changes or corrections. Motion was made by Mr. Cote to accept the minutes and seconded by Mr. Coutu. The acceptance of both minutes was voted unanimously.
- 5. OLD BUSINESS:**

A. Fiber Optic Institutional Network Funding: Mr. O’Keefe introduced Ms. Lisa Nute, the Town’s IT officer to explain the Optic Institutional Networking planned for Hudson (“Town”). As was explained at the last meeting, this system will connect most public building in Town along with most of the schools with fiber optic cables. The installation will be done in conjunction with the Fire Department’s update of its alarm system and take place in two phases. The CUC would be asked to make a one-time contribution to this project of \$22,800 which will allow it to use the fiber optic system for the transfer of live television coverage at all the locations in the network. The CUC would receive one or two feeds from each location. Mr. Cote then presented the following:

MOTION: That the CUC make a one time contribution of \$22,800 to the Town of Hudson for the purpose of its participation in the Fiber Optic Institutional Network to be paid in this fiscal year. Ms. Johnson seconded the Motion.

Mr. O’Keefe asked if there was any discussion on the Motion. Mr. Coutu had several questions relating to the network as a whole. He question Ms. Nute about the difference between this system and the current FiOS system in town. She explained that this network system has greater capacities to deliver data and has significantly greater capacities than FiOS. Mr. Coutu questioned the total cost of the system and Ms. Nute said the estimated final cost was approximately \$155,000 to be shared by the Town and the schools. Mr. Coutu asked about liability provisions of the system and is vulnerability. Ms. Nute assured him that the system was very reliable and difficult to destroy. The Fire Department would be responsible for any repairs to the wiring. Several committee members asked about the timing of the project. It is expected to be completed during 2009. Mr. Cote asked about power outages and Ms. Nute said the town generator would help assure that the system would not go down. Finally Mr. Coutu asked if remote

access could be obtained in other parts of the town, Ms. Nute said that she had not thought about that possibility but it would make sense to investigate it. Mr. Coutu then moved the motion.

Mr. O'Keefe asked for vote and it passed unanimously.

6. NEW BUSINESS:

A. Remote Production Equipment Purchases: Mr. O'Keefe redistributed materials explaining the TriCaster product information. As he explained in the last meeting, this system would allow remote access without the use of a van. It would provide the Town with more live broadcasting along with other features such as instant replays and live down streaming. He said this system was easily portable and weighed sixteen pounds. Mr. Coutu asked several general questions about the current equipment used by HCTV and Mr. O'Keefe said that all our equipment is compatible and no further purchases would be necessary to use the system. Mr. Coutu questioned the wisdom of purchasing the equipment without a demonstration of its capabilities. Mr. O'Keefe assured him that he was familiar with the system, had investigated it thoroughly and that in his professional opinion as a former TV technician, he believed it would benefit the town and HCTV. Mr. Coutu then made the following:

MOTION: That the CUC appropriate an amount not to exceed \$16,000 to purchase one NewTek TriCaster Broadcast and Production Suite, one NewTek LiveControl unit, one NewTek TimeWarp system and one NetTek LiveText system. Mr. Cote seconded the motion.

There being no further discussion the motion passed unanimously.

7. OTHER BUSINESS/ REMARKS:

A. Other Business: Mr. Coutu had several questions about HCTV. He asked that replays of meetings not include the recess time. Mr. O'Keefe said we used to eliminate the recess time, but with the new system it is difficult to do so, but he will work on it. Mr. Coutu asked that when the Board of Selectmen are in non-public session that HCTV be completely shutdown and its personnel should leave the building. Mr. O'Keefe said he would institute that procedure. Mr. Coutu complimented the professionalism of the camera operator who records the Board of Selectmen meetings. Mr. Coutu asked if a schedule of HCTV production could be included in the Hudson Litchfield News. Mr. O'Keefe said we had been trying to do that, but have not worked out the timing issues on some programming. Mr. Coutu asked about the procedure for handling complaints about Comcast and Mr. O'Keefe explained our procedures. He also asked for the background of why a production studio was not included in the new library. Mr. O'Keefe answered the question with the history of the whole situation. The final question by Mt. Coutu concerned to the hiring of a permanent facilitator. Mr. O'Keefe said that an ad for

the position will be running soon and several CUC members asked questions about the procedure that we would follow in the hiring process.

Mr. O'Keefe asked the CUC if another June meeting was necessary and it was decided that this meeting would be the only June meeting for 2008.

8. ADJOURNMENT:

Mr. Coutu moved to adjourn the meeting, seconded by Ms. Cote. The meeting adjourned at 8:15 P.M.

Submitted by Harry A. Schibanoff, Clerk
June 6, 2008



TOWN OF HUDSON
CABLE UTILITY COMMITTEE



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PUBLIC NOTICE

CABLE UTILITY COMMITTEE

June 4, 2008 - 7:00 p.m.
Town Hall, 12 School Street, Hudson, NH 03051
Board of Selectmen Room

AGENDA

1. **Call to Order**
2. **Attendance**
3. **Public Input**
4. **Approval of Minutes**
 - i. April 15, 2008 Cable Utility Committee Meeting Minutes
 - ii. May 20, 2008 Cable Utility Committee Meeting Minutes
6. **Old Business**
 - i. Fiber Optic Institutional Network Funding
7. **New Business**
 - A. Remote Production Equipment Purchases
8. **Other Business/Remarks by Committee Members**
9. **Adjournment**

Posted: June 3, 2008